



**CITY OF SAN DIEGO
PROMOTIONAL OPPORTUNITY
Open To Current City of San Diego Employees Only
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**#P2900 RANGER/DIVER SUPERVISOR
MONTHLY SALARY: \$4494 to \$5432**

APPLICATION FILING PERIOD: FIRST DATE: April 30, 2010

***LAST DATE: June 4, 2010**

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Persons may apply only once during this application filing period. Future application filing periods may be announced.

THE POSITION: There is currently one position available in the Water Operations Branch of the Public Utilities Department. The list established by this examination may also be used to fill future vacancies. The Ranger/Diver Supervisor plans, schedules and supervises all activities related to dive operations, lake security enforcement and maintenance of equipment, facilities and lake areas. Duties include coordinating, planning and inspecting the diving, surveying and maintenance operations for all underwater work on facilities; prioritizing and scheduling work; supervising, training and evaluating subordinate staff; writing training manuals and procedures; patrolling City reservoirs and issuing citations for a variety of regulations and ordinance violations; and coordinating, preparing and presenting reports, statistics and charts to various City and public officials and agencies.

REQUIREMENTS: You must meet the following requirements by the last date to apply, unless otherwise indicated.

EXPERIENCE: To qualify you must meet all of the following:

1. Equal to one year of full-time experience (1832 hours) supervising or leading a crew of divers performing underwater maintenance and/or search and recovery functions.
2. Possession of an Advanced or higher level diving certificate from NASDS, PADI, NAUI OR YMCA sponsored program at time of application (**A copy of your diving certificate must be submitted with your application**).
3. Possession of a current Emergency Medical Technician (EMT) (or higher level) certificate (**A copy of your EMT certificate must be submitted with your application**).

LICENSE: A valid California Class C Driver's License will be **required at time of hire**.

HOW TO APPLY: You must submit a completed **DATA ENTRY FORM** and a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department.

THE SCREENING PROCESS will consist of a comprehensive evaluation of the **Standard Employment Application** for applicable education, experience, and/or training. Only those applicants that clearly demonstrate meeting the requirements specified above will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **six months**. For each vacancy, candidates certified to the hiring department will be contacted for an interview

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SUPPLEMENTAL QUESTIONS: In Section 4 of the Standard Employment Application, you **MUST** respond to all of the following questions or your application will be rejected. Provide sufficient details as this information will be used to evaluate your qualifications related to this job. Describe your **education, training and/or experience** related to each question; indicate where the education, training and/or experience was obtained (e.g. specify the employer, educational coursework, training classes,); and provide comprehensive information regarding what duties you have performed. If you do not have any education, training, and/or experience in a requested area, write “None” for that particular question

1. Describe your experience with the City of San Diego supervising or leading a crew of divers performing the following:
 - a. Underwater maintenance.
 - b. Search and recovery functions.
2. Indicate if you possess an advanced or higher level diving certificate from the following: **A copy of your certificate(s) must be submitted with your application.**
 - a. NASDS
 - b. PADI
 - c. NAUI
 - d. YMCA
3. Indicate if you possess a current EMT (or higher level) certificate. **A copy of your certificate(s) must be submitted with your application.**
4. Describe your experience in enforcing codes and issuing citations for a variety of regulations and ordinance violations.
5. Describe your experience in coordinating, preparing, and presenting reports, statistics and charts to various City and public officials and agencies.
6. Describe your lead/supervisory experience in the areas listed below. Indicate the name of the employer in which these duties were performed. Specify the percent of time you performed these duties. If you do not have any experience in a requested area, write “None.”
 - a. Scheduling assigned functions and ensuring that work is performed correctly; reviewing/signing time cards.
 - b. Interviewing, selecting and/or recommending qualified personnel for subordinate positions.
 - c. Providing orientation and on-the-job training to ensure that responsibilities are understood by subordinates.
 - d. Monitoring and evaluating the performance of employees through evaluations which you have written, signed and administered.
 - e. Recommending/administering personnel actions for employee recognition, counseling and/or discipline.

ASP/April 30, 2010/*Rev. 1 (05-21-10) {NOL} Class 1400

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • “EXCELLENCE IN PERSONNEL SERVICES”

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER